

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

December 24, 2012

**SUBJECT:** DEPARTMENT MANUAL SECTIONS 3/762.80,  
COMMANDING OFFICER'S DUTIES - TRANSFERS - REVISED;  
AND 3/763.85, FIELD TRAINING OFFICER SELECTION -  
REVISED AND RENAMED

**PURPOSE:** During an inspection conducted by Internal Audits and Inspections Division (IAID), it was recommended that the Department Manual sections regarding Field Training Officer (FTO) selection criteria be updated and clarified. This Order amends the various sections to clarify policy pertaining to FTO selection.

**PROCEDURE:** This Order amends Department Manual Sections 3/762.80, *Commanding Officer's Duties - Transfers*, and 3/763.85, *Field Training Officer Qualification and Selection/Assignment Requirements*, to clarify FTO selection procedures. The revised Manual sections are attached, with the revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 3/762.80, and amends, renames and renumbers Sections 3/763.85 through 763.90 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, IAID, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

  
CHARLIE BECK  
Chief of Police

Attachments

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**762.80. COMMANDING OFFICER'S DUTIES - TRANSFERS.** Commanding officers or *his/her designee must review* the transfer list *and ensure* those employees of their command whose names appear on the transfer list *are* promptly advised of their transfer.

Commanding officers or *his/her designee must* determine the proper assignment of duties for employees transferred to their command, including the particular duties to be performed by the employees and the time they are to report to the new assignment.

When an officer transfers or is loaned into a new command, the commanding officer *must* ensure that the watch commander or officer in charge reviews the officer's TEAMS II report within ten calendar days from publication of the transfer order or notification of the loan *and completes the Transfer Action Item (TAI) or Teams Evaluation Report (TER), Form 01.78.04.* Probationary police officers transferring from Training Division (Academy) are exempt from this requirement. The intent of the review is to ensure supervisors are aware of an officer's history to provide appropriate supervision and oversight.

*For lateral transfers, a TAI, created by TEAMS II, must be completed, or a TER if a TAI is not generated. A TER is required* when selecting sworn personnel for *assignments to* Professional Standards Bureau (PSB), Force Investigation Division (FID), Field Training Officer (FTO), Gang Enforcement Detail (GED), Community Law Enforcement and Recovery (CLEAR) Program, Narcotics Enforcement Detail (NED), or NARC Major Enforcement Section, Gang and Narcotics Division (GND).

**File Maintenance.** Each commanding officer *must* maintain an Area/divisional TER file of all TERs and/or hard copy *TAIs* completed for transfers and loans. The file *must* contain the original TER and/or hard copy TAI for *each* incoming transfer *or* loan *with* the officer's TEAMS II report *attached.*

**Note:** The TER and/or the *TAI must* not be filed in the officer's Department or divisional personnel package. The TEAMS II Evaluation Report is considered confidential and the information contained therein *will* only be made available on a "right to know/need to know" basis (Manual Section 3/408.16). An employee may review his or her own TEAMS II report at any time.

**763.85. FIELD TRAINING OFFICER QUALIFICATION AND SELECTION/ASSIGNMENT REQUIREMENTS.**

**Basic Eligibility Requirements.** Prior to applying for a FTO position, officers must have:

- Met the eligibility requirements established in the Field Training Manual; and,
- Demonstrated analytical skills, cultural and community sensitivity, diversity and commitment to police integrity that meet or exceed standards.

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**Selection/Assignment Requirements.** Sworn personnel can be assigned to a FTO position in the following ways:

- A current Police Officer III in a non-FTO position (e.g., coming from an *assignment in the same Area* and competing for a FTO position);
- A Police Officer II on a Police Officer III eligibility list competing for a FTO position via the advanced paygrade selection process; or,
- A Police Officer III (an existing FTO or non-FTO) laterally transferring into a FTO position (Manual Section 3/762).

Sworn personnel competing for an FTO assignment *must* submit a Transfer Applicant Data Sheet, Form 15.88.00, their two most recent Standards Based Assessments - *Lieutenant and Below*, Form 01.87.00, and a current copy of their Training Evaluation and Management System II (TEAMS II) report (promotional/paygrade advancement TEAMS II report only).

**Review of Selected Candidate's Work History and Evaluation of Findings.** In addition to reviewing documentation listed above, *commanding officers will* utilize existing Departmental databases, information and other documents to assess a selected FTO candidate's work history, to include:

- Review the employee's entire complaint history, including failure to appear, failure to qualify, and preventable traffic collision;
- Review **all** sustained and pending complaints to ascertain if they contain elements of excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty;

**Note:** Listing the complaint history or attaching a TEAMS II report is insufficient.

- Review any adverse judicial findings that contain any element of excessive force; false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty and the judicial finding in making the selection; and,
- Ensure that any information obtained regarding LERI and In-Custody Deaths from the Use of Force Division is documented in the narrative section.

**Note:** The Legal Unit, Legal Affairs Division, *must* be contacted for information on adverse judicial findings.

The intent of reviewing a selected candidate's work history is to assist in the evaluation of that candidate's appropriateness for FTO duties and responsibilities.

*Commanding officers must* document their consideration of any sustained complaint, adverse judicial finding, or discipline against a selected candidate on a TEAMS Evaluation Report (TER), Form 01.78.04, for each of the following:

- Excessive use of force;
- False arrest or charge;

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- Improper search or seizure;
- Sexual harassment;
- Discrimination; or,
- Dishonesty.

*Commanding officers* may decide to select or retain an employee with a sustained complaint or adverse judicial finding in one or more of these categories. However, that decision must be justified in writing on a TER and retained in the interview/selection package.

It remains the responsibility of each FTO to maintain proficiency in the performance *as an FTO including the requirements established for eligibility and in the Field Training Manual*. The FTO must also remain in compliance with current requirements, including the successful completion of the Peace Officer Standards and Training mandated FTO Course and any required FTO recertification course(s). It is incumbent upon commanding officers to continually monitor the performance of their command's FTOs and their compliance with FTO training standards.

The Department *must* ensure that FTOs receive adequate training, including training to be an instructor, and training in Department policies and procedures to enable them to carry out their duties. *Training requirements are detailed in the Department's Field Training Manual*.

**Review of Candidate's Work History and Evaluation of Findings — Lateral Transfers.** Sworn employees seeking to laterally transfer into an FTO position *must* submit the following for review and approval by both the current commanding officer and the commanding officer of the *receiving* Area/division:

- Request for Transfer and/or Change in Paygrade, Form 01.40.00;
- Current TEAMS II report (promotional/paygrade advancement TEAMS II report only); and,
- Standards Based Assessment - *Lieutenant and Below*, Form 01.87.00 (two most recent).

When approved, the documents *will* be forwarded to and maintained at Personnel Division. Upon actual transfer of a sworn employee, the *receiving* commanding officer *must* conduct another work history review and assessment as *required in Manual Section 3/762.80*.

**Conditional Assignment Pending Training.** Every employee selected for or assigned to an FTO position *must* have successfully completed FTO School prior to working with a recruit (i.e., ride-a-long from the police academy) or a probationer in the Structured Field Training Program, *and he/she must meet the training requirements detailed in the Field Training Manual*.

An officer's FTO assignment is **conditional** upon successful completion of the requisite school(s). If the officer is unable to successfully complete the requisite school, a Notice to Correct Deficiencies (NTCD), Form General 78, will be served to the officer, who will then have **90 days** to complete remedial training.

Absent exigent circumstances such as extended illness or injury, the FTO candidate will be downgraded or transferred to a non-FTO position if he/she fails to successfully complete

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remedial training, pursuant to Manual Sections 3/763.55 and 3/762.35. In the case of a downgrade and/or transfer of an employee during this conditional assignment phase, the employee may seek an administrative appeal via Employee Relations Group.

**Note:** The current Memorandum of Understanding (MOU #24) outlines the administrative appeal process and filing requirements.

Additionally, an officer who is deselected and downgraded from an FTO position, *per Manual Section 3/763.55, must not be assigned an advanced paygrade position for at least 26 Deployment Periods (two years).*

An FTO's commanding officer will have final authority for removing an FTO from the responsibility of training a probationer in the Structured Field Training Program.

**763.87 ACKNOWLEDGMENT RECEIPT.** All sworn employees seeking assignment to an FTO position *must* complete an Acknowledgment Receipt (Acknowledgment). The Acknowledgment provides notice to employees that assignment to an FTO position is conditional pending successful completion of the requisite training, and that failure to complete the training will result in an employee's reassignment to a lower pay grade.

Sworn employees *must* submit a signed Acknowledgment along with the Transfer Applicant Data Sheet and other required documentation as required to apply for an FTO position. Upon selection as an FTO, the Acknowledgment will be filed in the employee's divisional personnel package. In the case of a lateral transfer from one FTO position to another, signing a new Acknowledgment is not necessary. If an employee leaves an FTO position for another paygrade advancement position, then returns to an FTO position at a later time, a new Acknowledgment *must* be signed.

**763.89 COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers will, either prior to the oral interview for an FTO position or prior to approving a lateral transfer, ensure that each employee who may be conditionally assigned as an FTO reads and signs an Acknowledgment Receipt (Acknowledgment). For employees selected, the original Acknowledgment *will* be placed in their divisional personnel package, and a copy *must* be placed in their interview/selection package. For employees not selected, the original Acknowledgment will be retained in their interview/selection package.

Commanding officers *must* ensure that FTOs who fail to meet minimum FTO training requirements, or who otherwise display weakness in *their job performance of a particular area*, are provided appropriate remedial training. Commanding officers are also responsible for initiating a request for reassignment to a lower paygrade position when an FTO fails to successfully complete an FTO certification or recertification course, or otherwise demonstrates an inability or unwillingness to perform the essential duties of an FTO. The commanding officer *must* report FTO deselections (limited to those resulting from poor performance or misconduct that would have precluded their initial selections as FTOs) within seven days of the action via an Intradepartmental Correspondence, Form 15.02.00, to the Commanding Officer, Training

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Division. The Form 15.02.00 *must* include the date of the action, the employee's name and serial number, and reason for deselection.

In limited circumstances where it may be appropriate to initiate an administrative transfer without a reduction in paygrade, the commanding officer *must* submit a request for an exception to the Chief of Police via the commanding officer's chain of command and Employee Relations Group. If that request is approved, the employee will either be reassigned to a non-FTO position or administratively transferred pursuant to the provisions of Manual Section 3/762.35.

**Commanding Officer, Training Division, Responsibility.** The Commanding Officer, Training Division, *must* ensure that all employees completing FTO School have been evaluated on their *ability to perform the duties and responsibilities* listed in Manual Section 3/763.85. Each officer will be evaluated on these requirements. A checklist of these *duties and responsibilities* will be prepared for each employee successfully completing the training and forwarded to that employee's assigned Area/division upon completion of training. The duties and responsibilities checklist will be maintained in the employee's divisional personnel package.

In the event an FTO fails to successfully complete the 40-hour basic FTO School or other required FTO 24-hour recertification or refresher course, the Commanding Officer, Training Division, *must* schedule the employee for remedial training as soon as practicable and *must*, without delay, assign a supervisor to counsel the employee and complete a Notice to Correct Deficiencies (NTCD), Form General 78. In the event an employee fails to successfully complete FTO School and remedial training, the employee's commanding officer *will* be notified both verbally and via an Intradepartmental Correspondence.

**763.90 FIELD TRAINING OFFICER DESELECTION.** Sworn employees assigned as FTOs may be deselected for acts or behaviors that would have disqualified them from selection as an FTO. Deselection of an FTO *must* be consistent with the Department's downgrade and/or administrative transfer procedures (Department Manual Sections 3/762.35 and 3/763.55). Deselection will be considered if it involves a sustained allegation in the categories listed in Manual Section 3/763.85. The Letter of Transmittal for that complaint *must* include either a recommendation to deselect or justification for retention.